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Outings Policy

As part of their education and development, we like to take the children off the premises, walking to somewhere close e.g. local library, and sometimes further a field, travelling in a coach, on a bus or by train. These opportunities are special for the children and are important as 'milestones' in their development.

When undertaking such outings, whether local or a distance away, every care will be taken in the planning and organisation of such events, for the safety and welfare of the children. A risk assessment will be carried out for every new outing and old risk assessments monitored and updated to reflect any changes in circumstances.

AIMS

- To extend children's learning experiences;
- To support the belief that wherever possible, learning experiences should be 'first hand' experiences;
- For children, parents and other adults to see that learning takes place all the time, not just at set times within the group or at school;
- For children to share experiences alongside other children;
- For the children and the group to be seen as part of the local community, taking an interest in and learning about the local area, how it functions and its history.

Part of the learning process is talking about the purpose of the visit:

- What the children will be looking at or doing;
- To whom they will be talking or listening;
- How they will be organised;
- How they will be expected to behave;

ORGANISATION

- A consent form (signed by someone with Parental Responsibility) will be obtained for each child on the outing. This may be a general consent form to cover all outings, or a specific one for a particular outing.
- Parents/carers or other suitable adults may be encouraged to join a visit or outing in order to maintain a minimum ratio of 1 adult to 3 children.
- Any accompanying adults will be briefed as to their role; the expected behaviour of the children; the purpose of the visit and what to look for/bring to the children's attention whilst out.

- Children will wear a high visibility jacket whilst travelling to and from the outing destination, and, where appropriate at the destination itself, in order to be easily identified.
- Where possible, children will walk in 'crocodile' with the adult on the kerbside if near a road. Where the adult has 2 children, they will hold a child's hand on either side. Where the adult has 3 children, one child will be the "anchor", holding another child's hand and always being the child who walks furthest away from the kerb. It may be necessary for that child to swap sides after crossing a road.
- Great care will be taken crossing any roads and adults will use proper purpose built crossings, where possible. If necessary, adults will 'hold up' traffic until all the children have safely crossed.
- Children will be carefully supervised throughout any visit.
- On a bus, coach or train, children will remain seated throughout the journey.
- The person in charge of the visit should ensure there is a mobile telephone available and bring with them:
 - ✓ Name, address and telephone number of the destination (as necessary);
 - ✓ Written list of all the names of children and adults on the outing, including emergency contact details for staff/adults in the event of an emergency incident;
 - ✓ Contact name, address, telephone number and consent form for each child on the outing in case of delayed return or any other emergency.
- Before the outing, the person in charge will ensure that any medication needed or potentially needed by a child (inhaler, epi-pen etc.) is brought in a named bag, along with dosage instructions, as necessary.
- A travel first aid kit will be taken and a notebook made available to record any accidents or incidents. Any administration of medication, accident or incident notifications will be recorded in their appropriate books as soon as practically possible, usually on return to the setting.
- Where possible, first aid equipment/ medication should be in the care of one adult and all adults on the outing should know who that person is.

This policy was adopted at a meeting of the Playgroup held on

Signed on behalf of the Playgroup

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